

## APPENDIX 15: OPERATING RULES FOR THE POLYTECHNIC WORKSHOP

### 15.1 General Rules

- 15.1.1 The opening hours of the Polytechnic Workshop (hereinafter "PW") are listed on the [Polytechnic Workshop website](#).
- 15.1.2 The PW premises are accessible to all registered NTK patrons under the conditions stated below.
- 15.1.3 [Registered patrons](#) of the NTK may use the PW equipment after completing the required Occupational Health and Safety (OHS) training, the PW General Operation Fire Safety (FS) training, and the Individual Machine training.
- 15.1.4 Entry to PW is permitted only through the EKV system (electronic entry control) with a card linked to the NTK systems. If the user is unable to present the card for whatever reason (has forgotten to bring it, has lost it, etc.), they will not be allowed to enter the PW.
- 15.1.5 Only properly trained users may operate any of the PW machines.
- 15.1.6 Each machine has its own Rules of Use which are posted in its immediate vicinity. Manuals for individual machines are listed on the [PW wiki](#) and also available upon request from the PW staff.
- 15.1.7 NTK patrons under the age of 18 may only work with the PW equipment under the supervision of an adult who also meets the conditions for entering the PW (completion of the OHS training, the FS training, etc.). Stationary electrical devices may only be used with the written consent of the underage patron's legal representative.
- 15.1.8 The PW is intended for individual projects and workshops, not for commercial purposes or mass production.
- 15.1.9 Users are obliged to use the PW equipment and premises in the customary way and restore everything to its original state before departure. The user is responsible for damages caused when using the PW equipment.
- 15.1.10 Moving equipment or taking equipment out of the PW premises is not permitted.
- 15.1.11 Users are obliged to follow and obey the instructions of the PW operator.
- 15.1.12 Repeated or particularly gross violations of the PW Operating Rules will lead to the denial of the patron's access rights to the PW with no right to appeal.

## 15.2 Safety Precautions

- 15.2.1 Entry to the PW is permitted only in appropriate clothing and closed shoes. Longer hair must be tied back. Rings, bracelets and necklaces must be put away.
- 15.2.2 It is forbidden to enter the PW under the influence of addictive substances including alcohol.
- 15.2.3 PD Smoking and making fire is prohibited in the entire PW area.
- 15.2.4 Use of the equipment is subject to completion of training. It is not allowed to use unauthorized equipment, materials and procedures.
- 15.2.5 Use of protective equipment and devices as specified by symbols on the PW equipment is compulsory for all PW users.
- 15.2.6 It is forbidden to eat and drink while working.
- 15.2.7 Users are required to store coats, jackets and backpacks in the locker room or lockers outside the PW. Items may be stored in the locker room only during locker room opening hours, i.e. from 1 October to 30 April. At other times, items can only be stored in the self-service lockers. The use of the self-service lockers and the cloakroom shall be governed by [Appendix 12: Operating Rules for Self-Service Storage Lockers](#).
- 15.2.8 Users of the PW shall be responsible for their own safety and the safety of others.

## 15.3 Reservations

- 15.3.1 Reservation of the PW equipment is to be made through the [reservation form](#).
- 15.3.2 Reservations can be made for up to four consecutive weeks.
- 15.3.3 The reservation schedule is posted on the [PW website](#).
- 15.3.4 Machine reservations are governed by the rules listed in the reservation system.

## 15.4 Other Rules

- 15.4.1 The use of materials brought by users to the PW for processing is subject to approval by PW NTK staff based on the list of permitted materials. False information about the nature or origin of the materials may result in damage to the machinery, which could lead to a claim for damages to repair it.
- 15.4.2 A user who violates legal regulations, the [Conditions of Use of the Integrated Library](#), the [NTK House Rules](#) or the Operating Rules for the PW may be banned from the PW premises or from the NTK. In the event of a serious violation of the Operating Rules or other PW regulations, the user's access rights to the PW will be revoked with no right to appeal.
- 15.4.3 A serious violation of the PW rules is considered to be in particular but not limited to: entering under the influence of alcohol or other intoxicants, deliberate destruction of the PW equipment, disobedience of the NTK staff's instructions for working with any of the PW machines, deliberate use of other than permitted materials, deliberate endangerment of the safety of oneself or other persons present on the PW premises.
- 15.4.4 When a fault is detected in any of the PW machines, the user is obliged to report it immediately to the NTK staff present.

## 15.5 Validity of the Operating Rules for the Polytechnic Workshop

The Operating Rules come into force and effect on December 1, 2024.

In Prague, dated October 22, 2024

NTK Director

Ing. **Martin Svoboda** m. p.